

# BBP Chapter Tool-Kit

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Welcome to the **BBP Chapter Toolkit** our essential guide to starting and growing a successful chapter of the Brown Bag project Initiative.

This toolkit is designed to provide you with the resources, guidelines, and best practices needed to build a vibrant and impactful community aligned with our mission.

While BBP is not a registered nonprofit organization, we believe in empowering passionate individuals like you to create positive change.

Inside, you'll find everything from branding tips to event planning advice, helping you lead your chapter with confidence and clarity. Let's work together to make a difference, one chapter at a time!



# What is the Brown Bag Project?

The Brown Bag Project is an initiative started in 2020, by high school students who saw food security for the homeless community in Austin, Texas.

We have helped thousands of people within the Austin area, and have expanded our mission over the past 6 years.

However, there are still many people to help past the Austin area. This document provides information as how to get your own chapter started.



# Chapter Eligibility Requirements:

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- **1 Chapter Lead**
- **1 Advisor** (teacher/counselor/adult figure)
- **At least 5 volunteers**
- **Approval from BBP Core Team (More details below)**

## How to Apply

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The application is 3 easy steps!

Step 1:	Fill out the application form: <a href="#">Brown Bag Project Application Form</a>
Step 2:	Our core team will reach back out to you in 1-2 weeks
Step 3:	If approved, we will schedule a 15-20 minute on boarding call

# What Now?

Everything you need to know to run a successful chapter.

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Chapters may NOT:

- Use BBP name for personal gain
- Partner with political orgs
- Change mission or branding

Each chapter must run:

- At least **1 food drive (or equivalent)**
- At least **1 distribution event per semester**

Follow our core values

Partner with local organizations (schools, shelters, food banks)



Chapters must conduct events that are centered towards their community.

Track and report impact



Each time a chapter completes an activity, they **MUST** fill out this Chapter Report:

[https://docs.google.com/forms/d/e/1FAIpQLSff1\\_9Jvrg0Ve3p1mcdlwpfLNq1X4rqSBy4eZlgpprXI2FIYA/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSff1_9Jvrg0Ve3p1mcdlwpfLNq1X4rqSBy4eZlgpprXI2FIYA/viewform?usp=header)



Remain non-political and non-profit-seeking

This is to ensure that no misuse occurs in terms of funding.

# *Chapter Leadership Structure*

Each chapter must have:

Required:

- **Chapter Lead**
  - Main organizer
  - Liaison to BBP Core
- **Outreach Lead**
  - Volunteers
  - Community partner communication

Optional/recommended:

- Finance / Fundraising Lead
- Media / Documentation Lead

# *Chapter Activities*

As a Brown Bag Project chapter, you are required to have at least one food drive (or equivalent) and one distribution event per year. There are other activities you can conduct, and this is HIGHLY recommended.

Some of these activities include:

Blanket Weaving Project

Group Volunteer Events

Cards for Volunteers at Local Org

Thanksgiving/Holiday Baking Project

## Eg: Standard Event Checklist for Food Distribution

### Before Event:

- Confirm partner location + date
- Assign volunteer roles
- Prepare list of items needed
- Budget costs or send out donation form for chapter members

### During Event:

- Volunteer check-in
- Track:
  - Number of items distributed
  - Number of families served
- Take photos (with permission)

### After Event:

- Thank partner
- **Submit Chapter Report**  
[https://docs.google.com/forms/d/e/1FAIpQLSfI\\_9Jvrg0Ve3pImcdlw\\_pfLNqIX4rqSBy4eZlgpprXI2FIYA/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSfI_9Jvrg0Ve3pImcdlw_pfLNqIX4rqSBy4eZlgpprXI2FIYA/viewform?usp=header)

# How can this help you?

The benefits of joining our community.

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Creating a Brown Bag Project chapter gives students the opportunity to lead meaningful, community-centered work while developing real leadership and organizational skills. Chapter members gain hands-on experience coordinating food drives, managing volunteers, building partnerships with local organizations, and seeing the direct impact of their efforts on families in their own communities. Rather than one-time service, BBP emphasizes sustainable action and responsibility, allowing students to create change that extends beyond a single event.

Beyond service, BBP helps students grow as leaders and problem-solvers. Chapter leaders learn how to organize teams, manage logistics, track impact, and adapt to real-world challenges; skills that translate to any future career path. Starting a chapter can help boost one's confidence in their ability to lead with empathy and purpose while making a tangible difference in addressing food insecurity.

# THINGS TO NOTE:

- This initiative is **not registered as a nonprofit organization.**
- Our chapters operate as informal groups and do **not have nonprofit or tax-exempt status.**
- Because of this, chapters **cannot offer tax-deductible receipts** for donations or fundraising activities.
- Chapters **do not have legal authority** to enter contracts, open bank accounts, or hold assets in the name of the initiative.
- Any fundraising, financial transactions, or legal agreements must be handled personally or through a legally registered entity.
- Chapters should **adhere to all local laws and regulations** when organizing events or activities.
- We encourage transparency and good faith in all chapter activities but cannot provide legal or financial liability protection.
- If you want to operate with official nonprofit status, you may need to pursue separate nonprofit registration for your chapter.

Thank you for your commitment and understanding! If you have any questions don't hesitate to reach out.

*Contact us for further inquiries!*

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